Where to find it on the web

**Lakeview website (homepage) – www.lakeviewacademy.com**

Where Do I Find...

* **Athletic Information and Schedules -** From the ***Homepage > On Campus > Athletics*** >
  + **Athletic News** (current information and Lakeview Athletics in the news)
  + **Team Information** (select a team from the drop-down menu to view team schedule and roster) *On Campus >Athletics > Athletic Teams*
  + **Athletic Schedules** (select the season and team from the drop-down menu to view team schedule) *On Campus* > *Athletics > Athletic Schedules*
  + **Athletic Venue Directions** (directions to off campus sports venues as well as directions to Lakeview Academy sports fields) *Athletics > Athletic Venue Directions*
* **Back to School Information** (seasonal) – *On Campus > Lower, Middle, or Upper School > Back-to-School*
* **Calendar** – There are several available:
  + The ***At-a-Glance Calendar*** is a one-page download located in the right-hand column of the ***On Campus > Calendar*** page.
  + **The public calendar** is located under ***On Campus > Calendar***.  The online, filterable calendar is located in the left-hand column and can be accessed by clicking the **gray** "**Calendar**" tab.  Once there, you can click the "**Date/Event Filter**" drop down box and check the boxes of the event categories you want to see and filter out all the rest.
  + **Division Specific Calendars for Lower, Middle and Upper School** are located**On *Campus > Lower, Middle****, or* ***Upper School > LS, MS, or US Calendar*** page. The Middle and Upper School calendar pages include the **Test Calendar**.
  + The **customizable calendar** is behind the password. This calendar can be customized to show only the categories and divisions you wish displayed in the format that best fits your needs. This “private” calendar can be saved for future use, printed, and exported to mobile phones and Outlook. and filtered by categories and divisions.

To access this calendar, login to the website and click the gray tab located in the left-hand column entitled, “Calendar.” A training video on how to customize the calendar is available on the *On Campus* page of our website.

* + - Once you are signed-in, you will click the gray calendar tab in the left-hand column. When you click “Views” (look for black arrow above), a drop-down menu will give you several “view” options – Lower School, Middle School, Upper School, Athletics, Assemblies, etc. Choose the pre-defined view you wish to see.
    - If you click “Date/Event Filter” (see the orange arrow in the above example), the drop-down menu will list all the categories you may filter. Make sure the category you wish to see has a check mark beside it.
      * From the Date/Event Filter drop-down menu, you can also specify specific sports and athletic teams to view. Click “Athletic Teams” in the drop-down menu to see the athletic teams with upcoming events. Check the boxes of the athletic events you wish to view. See the example to the right for more detail.
* **Faculty and Staff Directory** (directory by department, grade, or last name –alphabetical) *About Lakeview > Faculty and Staff Directory*
* **Fine Arts Activities** (upcoming events and competitions for music, visual and performing arts) *On Campus > Fine Arts on Campus*
* **Forms & General Information –** *On Campus > Forms & Information*
* **Grades, (access to online grades) –** *On Campus > Middle* and *Upper School* pages
* **Lunch Menu –** From the ***Homepage > On Campus > Lower, Middle,*** or ***Upper School*** pages
* **News –** Upcoming events, recent accolades, etc. are located at *On Campus > Lower School News, Middle School News*, or *Upper School.*
* **Publications –** *On Campus > Publications & VIP*
* **Reservations & Registrations** (Summer Technical Institute, summer camps, drama performances, Annual Golf Tournament, and the Auction) From the Homepage > *On Campus > Event Registration*
* **School Event Photos and videos** taken at school events such as promotions, honor assemblies, and musical programs, are available for viewing, downloading or printing) *On Campus > Media Gallery*
* **Teachers’ Websites**  **–** *On Campus > Lower, Middle or Upper School > LS, MS, or US Teacher Websites*
* **Very Informed Parent Newsletters (VIP)** (weekly e-newsletter plus archived VIP emails) are located at *On Campus > Publications & VIP*
* **Update Student** or **Family information** – Contact, custodial and other information can be updated online at *On Campus > Student Info Change Form*

Need more help finding something?  Call **Sondra Berry**, at **770-531-2609** or at **communication@lakeviewacademy.com**.